

The purpose of the Quick Reference Guide for Changing a Password is to provide the user with step-by-step instructions. If questions or concerns should arise, contact the help desk at 866-439-4082 (select option 2, Immunization Registry).

Changing a Password

The user will enter his/her email address in the Username field and the temporary (or current) password in the Password field.

Click **LOGIN**.

Immediately upon initial login, the user is prompted to change password. Click **OK**.

Current users may change his/her password by clicking on the **CHANGE PASSWORD** button.

First, enter the temporary (or current) password in the **Current Password** field.

Enter **New Password** twice. Password must be at least 8 characters long and include:

- Uppercase letter
- Lowercase letter
- Symbol
- Number (minimum of 2)

The Change button will not activate until the new password meets agency password requirements.

When password has been entered twice and meets agency password requirements, click **Change**.

Window appears confirming password changed. Click **OK**.

Keep your password documented in a safe and secure place!